

## State of Georgia Design Review Group

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## Home

### Our Mission:

To provide complete and comprehensive construction document reviews, consistent with appropriate codes and regulations, to ensure public welfare, promote cost savings and enhance Georgia's infrastructure to promote the quality of life of its people.

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Design Review Group  
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## Our Office

- Reviews all projects that are administered for construction by GSFIC for constructability. This peer review of construction documents occurs prior to bidding and is performed by a staff of licensed architects and engineers. Our staff includes architects and civil, structural, mechanical, electrical and fire protection engineers.
- Reviews all state owned, leased and operated buildings (except for jails and hospitals) on behalf of the State Fire Marshal's office. Field Inspections of these facilities are handled through the Fire Marshal's Office.

- Assists architects, engineers and state agencies with code interpretations.

## Review Procedures

### **Risk Management Review**

The Risk Management Division of the Department of Administrative Services (DOAS) has responsibility for the state self insurance program; consequently, they review construction documents for some insurance related issues and recommend measures that could be taken to minimize property loss in the event of fire, windstorm or other disasters. GSFIC has agreed to assist the DOAS with this process. One full set of both the preliminary and the final design documents will be submitted to DOAS in care of GSFIC. The review is based on a checklist provided by the Risk Management Division as augmented by GSFIC. Comments are provided directly to the designer with a copy of the comments sent to DOAS, the Using Agency and the GSFIC project file. Currently, Risk Management reviews are only required for Board of Regents projects.

### **Life Safety and Accessibility Review**

The Fire Marshal's Office of the Office of the Insurance Commissioner is responsible for the review of construction documents for life safety and accessibility issues as well as the issuance of permits for construction. The Office of the Insurance Commissioner has deputized members of the Architectural Review Group to review plans and specifications and to issue Construction Permits. Documents are submitted directly to the Fire Marshal at the 100% stage for review. The Fire Marshal's office forwards those projects which they want GSFIC to review. The review comments and the documents are returned to the Fire Marshal for distribution with a copy of the comments placed in the project file.

### **Constructability and Code Compliance Review**

All design, bid build projects for which the construction phase will be administered by GSFIC will be given a constructability and code compliance review when the documents are 100% complete. The Using Agency will submit two complete sets of plans and specifications to GSFIC with a notice that the plans and specifications are complete and comply with the approved program. Any documents received which, in the opinion of the reviewers, is less than 100% complete will be returned directly to the design professional without review. A copy of the transmittal returning the documents will be sent to the Using Agency and placed in the project file. The review comments will be sent directly to the designer with copies to the Using Agency and the GSFIC project file. The cover letter forwarding the comments will require the designer to provide a written response to each of the comments indicating how each comment was addressed in the final construction documents (Bid Set). The Architectural Review Group will review the written responses to ensure that the review comments have been incorporated in the Bid Set. No final construction documents will be accepted by the Construction Division for bidding until the comments have been addressed.

## **Drawing submittal requirements**

### **Design-Bid-Build**

Only the Bid Set requires both the signature and seal of the design professionals. Specifications must be permanently bound with edge taped. Front Cover of the specification must bear the signatures and seals of all consultants and the Architect. Drawings and specifications must bear the same date. All drawings must be sealed and signed by all disciplines. The drawing must bear the signature of the President of the School or the head of the Agency.

### **Schematic**

Submit 1 set of drawings to the State Fire Marshal's Office for Life Safety / Accessibility Review

Submit 1 set of drawings to GSFIC for Risk Management Review (BOR Projects only)

Submit 1 set of drawings to GSFIC for Constructability Review

Submit 1 set to GTA (except for BOR projects)

Submit drawings to the State DNR Historic Preservation Division (if the building meets its criteria for historic buildings)  
(BOR projects only)

### **100% Final**

Submit 2 sets of sealed drawings and specifications to the State Fire Marshal's Office for Life Safety / Accessibility Review

Submit 1 set of drawings and specifications to GSFIC for Risk Management Review (BOR Projects only)

Submit 1 set of drawings and specifications to GSFIC for Constructability Review

Submit 1 set to GTA

Submit 1 set to the State DNR or Local DNR for Regulatory Environmental Review

Submit 1 set to GEFA (if underground, aboveground or belly fuel tanks are used)

Submit to local Health Department (where food service is present)

Submit to the local jurisdiction for erosion and sediment control

### **Back Check**

Submit 1 set of corrected drawings and annotated response comments to GSFIC.

### **Bidding**

Submit 1 signed and sealed set to GSFIC. Specifications and drawings must bear the signature of approval of the Using Agency.

## **CM at Risk and Design Build**

Please note that our office does not perform constructability reviews for projects that use the CM at Risk or Design Build construction delivery methods. Our office will only conduct Fire Marshal Reviews. The schematic plan submittal must have a life safety plan and document all pertinent life safety systems (sprinklers, fire alarm, emergency

power, etc). Our office will issue a Foundation Start Letter. The a/e must work closely with the Design Review Group during design and document any proposed changes to the schematic design.

### **Schematic**

Submit 1 set of drawings to the State Fire Marshal's Office for Life Safety / Accessibility Review

Submit 1 set of drawings to GSFIC for Risk Management Review (BOR Projects only)

Submit 1 set to GTA (except for BOR projects)

Submit drawings to the State DNR Historic Preservation Division (if the building meets its criteria for historic buildings)

Submit drawings to the Georgia Floodplain Management Coordinator (BOR projects only)

### **100% Final**

Submit 2 sets of sealed drawings and specifications to the State Fire Marshal's Office for Life Safety / Accessibility Review

Submit 1 set of drawings and specifications to GSFIC for Risk Management Review (BOR Projects only)

Submit 1 set to GTA

Submit 1 set to the State DNR or Local DNR for Regulatory Environmental Review

Submit 1 set to GEFA (if underground, aboveground or belly fuel tanks are used)

Submit to local Health Department (where food service is present)

Submit to the local jurisdiction for erosion and sediment control

## **Review Time Frames:**

Our office strives to maintain a quick turn around on all projects; however please keep in mind that we periodically adjust these times during peak demand.

Fire Marshal:	2 Weeks
Fire Marshal Sprinkler:	2-3 Weeks
Risk Management:	1 Week
Schematic Design:	2 Weeks
100% Constructability:	3 Weeks
Back check:	2 Weeks

## **Contacts:**

### **Design Review Group**

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Email: [dadams@gsfic.ga.gov](mailto:dadams@gsfic.ga.gov)

### **Office of Commissioner of Insurance**

Dwayne Garriss, Assistant State Fire Marshal  
Safety Fire Division  
620 West Tower  
2 Martin Luther King Jr. Dr.  
Atlanta, GA 30334  
404 656-7087  
Fax 404-657-7009  
Email: [Engineering@mail.oci.state.ga.us](mailto:Engineering@mail.oci.state.ga.us)

### **Georgia Environmental Facilities Authority**

J. Robert Wiggins, Jr. PMP  
2090 Equitable Building  
100 Peachtree Street NE  
Atlanta, GA 30303  
404-657-1324  
Email: [bob@gefa.ga.gov](mailto:bob@gefa.ga.gov)

### **Georgia Department of Natural Resources, Historic Preservation Division**

Dr. Karen F. Anderson-Cordova  
Manager, Planning and Local Assistance Unit  
47 Trinity Avenue SW Suite 414-H  
Atlanta, GA 30334  
404-651-6461  
Fax 404-657-1040

Email: Karen\_ [Anderson-Cordova@dnr.state.ga.us](mailto:Anderson-Cordova@dnr.state.ga.us)

### **Georgia Floodplain Management Coordinator**

Department of Natural Resources  
Suite 440  
7 Martin Luther King Jr. Drive, SE  
(404) 656-6382

### **Georgia Department of Natural Resources, Environmental Protection Division (EPD)**

Engineering and Technical Support Program  
205 Butler Street, SE

East Floyd Tower  
Atlanta, GA 30334  
Email: [www.ganet.org/dnr/environ](http://www.ganet.org/dnr/environ)

## **Georgia Department of Human Resources**

Environmental Health Section  
2 Peachtree Street, 5<sup>th</sup> Floor  
Atlanta, Georgia 30303  
(404) 657-6534

# Applicable Codes

## **What are the currently adopted building construction codes in the State of Georgia?**

NFPA Standards as listed in the Rules and Regulations of the Safety Fire Commissioner Chapter 120-3-3, September 10, 2003 including the following:

NFPA 101 Life Safety Code, 2000 Edition, with Georgia Amendments

NFPA 13, Standard for the Installation of Sprinkler Systems, 2002 Edition, with Georgia Amendments

NFPA 45, Standard on Fire Protection for Laboratories Using Chemicals,  
2000 Edition, with Georgia Amendments

NFPA 70, National Electrical Code, 2002 Edition, with Georgia Amendments

NFPA 72, National Fire Alarm Code, 2002 Edition, with Georgia Amendments

Georgia Accessibility Code, 120-3-20, June 25, 1997

Americans with Disabilities Act, January 26, 1992

ASME A17.1 Safety Code for Elevators and Escalators, 2000 edition, with 2002 Georgia Amendments

SBCCI Standard Building Code (International Building Code), 2000 Edition, with 2002 Georgia Amendments

SBCCI Standard Gas Code (International Fuel Gas Code), 2000 Edition, with 2001 Georgia Amendments

SBCCI Standard Mechanical Code (International Mechanical Code), 2000 Edition, with 2001 Georgia Amendments

SBCCI Standard Plumbing Code (International Plumbing Code), 2000 Edition, with 2001 Georgia Amendments

National Electrical Code, 2002 Edition, with 2003 Georgia Amendments

SBCCI Standard Fire Prevention Code (International Fire Code), 2000 Edition, with 2002 Georgia Amendments (Note that the 2003 edition is adopted by the Fire Marshal's Office and takes precedent)

International Energy Conservation Code, 2000 Edition, with 2003 Georgia Amendments

CABO 1 and 2 Family Dwelling Code (International Residential Code), 2000 Edition, with 2002 Georgia Amendments

For a copy of the State Amendments to the fire codes see [www.InsComm.state.ga.us](http://www.InsComm.state.ga.us)

For a copy of the State Amendments to the building codes see [www.dca.state.ga.us](http://www.dca.state.ga.us)

## **Common Errors and Omissions in Construction Documents**

### **SPECIFICATIONS**

#### **GENERAL**

1. CSI format should be followed with the following exceptions:
  - a. The term "bidding requirements" is not used. The Invitation to Bid(Section A), the Instructions to Bidders(Section C), and the Proposal Form(Section B) are all part of the project manual and are bound in the document and included in the contents.
  - b. The Form of Agreement, the Performance Bond, the Payment Bond and the Certificates are included in the General Conditions as exhibits.
  - c. There is no provision for substitution of products after the award. Any substitutions must be approved during the bid period. See Article E-03 of the General Conditions.
  - d. The use of "or equal" in specifying products is not allowed. If a product name is specified, at least three must be specified. If sole source is desired, a special justification letter must be written. See Article E-03 of the General Conditions.
  - e. The term "contract modification" is not used. There is no provision for field orders. If a change is required, it must be made by formal change order in accordance with Article E-15 of the General Conditions.
  - f. The term "substantially complete" is not used. Use the "date of the Architect's Final Certificate" instead. See Article E-46 of the General Conditions.
2. Ensure that the latest version of the General Conditions is being used. Please contact Maggie Schlottman at 404 656-3421 for current edition.

## COVER

1. Specifications must show seals of the architect and his engineer on the 100% set.
2. Specifications must be dated the same throughout and dated the same as the drawings.
3. Project Name and Number must be correct and consistent throughout the documents.
4. Specifications must be securely and permanently bound on the 100% set.

## CONTENTS / INDEX

1. Contents Sections must list all sections of the specifications correctly.

## SECTION A - INVITATION TO BID

1. Section A must refer to Standard Addendum No. 1 instead of being an actual Invitation to Bid.

## SECTION B - PROPOSAL FORM

1. Section B must have correct project name and number in reference and in paragraph B-01.
2. If alternates are listed, they must be deductive and substantial in nature. No more than 5 alternates are permitted.
3. No unit prices can be called for in the proposal form; if unit prices are needed, they should appear in Section F.
4. Time for completion must be included in paragraph B-05.

## SECTION C - INSTRUCTIONS TO BIDDERS

1. Section must be included.

## SECTION D - SUPPLEMENTARY GENERAL CONDITIONS

1. Section D must properly identify Owner as GSFIC and architect.
2. Special insurance language must be provided if there is welding, *etc.*, work in existing building.
3. Article E-18 must be amended to provide extension of time schedule.

## SECTION E - GENERAL CONDITIONS

1. Section must be included.

## SECTION F - SPECIAL CONDITIONS

1. If prequalification of general or subcontractors is required, this must be done in Section F.
2. If unit prices are needed for rock, unsuitable soil, *etc.*, this must be done in Section F.
3. If pile is included in the project, greater/lesser depth prices must be included in Section F.
4. If a soils/subsurface report is available to the bidders, it must be referenced in Section F.
6. Include NDPES language and Weather Extension Days.

## DIVISION 01

1. If Summary of Work is included (NOT recommended), there must be clear exculpatory language indicating that it has no force or effect on the contract.
2. If alternates are listed, they must be deductive and substantial in nature.
3. Submittal requirements must not include provisions for substitution of products after



award.

4. Progress schedule requirements must not conflict with Article E-50 which calls for a bar chart which cannot be revised during the course of the project. All projects must include a cost loaded CPM schedule, however, the E-50 schedule is the official project schedule.
5. Section on product requirements, if any, must not include provisions for substitution of products after award.
6. If the Using Agency is providing temporary utilities, determine if there should be a charge to the Contractor for such use and, if so, at what rates.
7. Section on closeout procedures, if any, must not refer to "substantial completion"; provide for transfer of insurance to Owner; call for consent of surety; or require Contractor to produce as-built documents. It is permissible and recommended for the Contractor to provide a "marked-up" set of plans and specifications to the Architect, but not for him to produce CADD documents or reproducibles.
8. Include a specification for Project Closeout.
9. "Laboratories for testing services shall be selected by, engaged by, and responsible to the Architect. See Article E-58 of the General Conditions. Include special testing requirements of Chapter 17 of the International Building Code.

## OTHER TECHNICAL SECTIONS

1. Only four parties should be addressed in the documents: The Architect; the Owner(GSFIC); the Using Agency and the Contractor. Use of terms like "the Landscape Architect"; "the Structural Engineer"; "the Electrical Contractor"; *etc.* should be avoided. The Architect is the only professional who can make decisions on the project. The General Contractor is responsible for the division of the work among the various trades.
2. All instructional language to the Specifier must be removed.
3. All blanks must be filled.
4. If another section is referenced, it should be checked to see if it exists in the documents.
5. The phrase "...as indicated on the drawings *or as directed by the Architect.*" should not be used. The Contractor cannot bid what is not in the documents. The Architect cannot change the documents by directive.
6. The phrase "...authority having jurisdiction..." should not be used. The Architect should specify which party has jurisdiction to avoid confusion later.
7. Normally local inspectors are not involved on State projects. If an inspection by a local jurisdiction is called for, confirm that the inspection is required.
8. If an elevator is included in the projects, non-proprietary language should be used.
9. All warranties and guarantees begin at the date of the Architect's Final Certificate.
10. If a submittal of a warranty is required, confirm that the Architect was aware of the terms of the warranty before specifying the product and that any submittal is for record purposes only, not for approval or rejection of the warranty or product.

## DRAWINGS

### GENERAL

1. All drawings must contain seals of the architect and his engineer on the 100% set.
2. All drawings must be dated the same throughout and dated the same as the specifications.
3. Project Name and Number must be correct and consistent throughout the documents.

4. Drawings must be securely and permanently bound on the 100% set. Specifications must be taped or otherwise permanently bound.
5. Make sure a plot plan is included which shows the limits of the property and the limits of construction. Make sure no work is shown outside the property or outside the construction limits.
6. Make sure a construction fence and silt control devices are shown.
7. Make sure there are no "sole source" or "or equal" requirements on the plans.
8. Question any work "Performed by Owner" or "By Others".

## Links

Office of the Commissioner of Insurance (Georgia State Fire Marshal's Office)  
[www.InsComm.state.ga.us](http://www.InsComm.state.ga.us)

Department of Community Affairs  
[www.dca.state.ga.us](http://www.dca.state.ga.us)

## Contact us

Use the same form as the ADA section.